



Banwell Parish Council

MINUTES OF A MEETING OF THE YOUTH CLUB MANAGEMENT COMMITTEE HELD AT BANWELL CHILDREN'S CENTRE AT 7.00 P.M. ON THURSDAY 28th June 2018

Present: Cllrs Nick Manley (Chairman) Paul Blatchford (Vice Chairman), Paul Harding, Maggie McCarthy, and Jim Weston.

In attendance: Mike Jordan (Youthworkz), Liz Shayler (Clerk).

12/18 To appoint a Chairman for the Youth Club Management Committee for 2018/19 (agenda item 1)

Resolved: To appoint Cllr Manley as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

13/18 To appoint a Vice-Chairman for the Youth Club Management Committee for 2018/19 (agenda item 2)

Resolved: To appoint Cllr Blatchford as Vice Chairman.

The resolution was correctly proposed and seconded (Unanimous)

14/18 To receive apologies for absence: (agenda Item 3)

Apologies were received from Cllr Parry.

15/18 To receive declarations of Interest (agenda Item 4)

There were no declarations of interest received.

16/18 To approve the minutes of the meeting held on 22nd February 2018 as a correct record of the meeting (agenda Item 5)

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (3 in favour with 3 abstentions due to absence)

The minutes of the meeting were signed by the Chairman as a correct record.

17/18 To invite public participation (agenda item 6)

No members of the public were present

18/18 Exchange of information (agenda item 7)

(i) Youth Club Bar-B-Que is on Monday 9th July at 6pm any help would be appreciated.

19/18 To complete the Youthworkz bimonthly appraisal process (agenda item 8)

Resolved – The quarterly appraisal process was completed resulting in a satisfactory outcome (see attached sheets).

The resolution was correctly proposed and seconded (Unanimous)

20/18 To consider a proposal to move the Youth Club Committee meetings to every three months for 2018/2019 (agenda item 9);

Resolved – To agree to move the Youth Club Committee meetings to every three months for 2018/2019 on the proviso that a meeting could be called on an ad hoc basis if required by the committee members or Youthworkz.

The resolution was correctly proposed and seconded (Unanimous)

21/18 To review and approve the following documents (agenda item 10);

i. Youth Club Committees terms of reference

Resolved – That the Youth Club Committees terms of reference with the following changes;

4. From: The Committee shall comprise seven members, four of whom must be serving Parish Councillors. **To:** The Committee shall comprise of at least 5 Parish Councillor members, 2 ex officio and other interested parties.

9. From: The Committee shall meet at least six times a year. **To:** The Committee shall meet at least four times a year.

10(a) From: Overseeing the operation of the Club so as to satisfy itself that the objectives of the Club are being met **to include** using an appraisal process.

11. From: All monies relating to the Youth Club will be held by the Parish Council in a separate, ring-fenced cost centre within the Parish Council accounts. **To:** From the financial year 2017/18 all left over budget monies relating to the Youth Club will be held by the Parish Council in a separate, ring-fenced cost centre within the Parish Council accounts up to the value of £5000.

14. From: Notice of any proposed changes to this constitution shall be given at least 21 days before the meeting at which the matter is to be discussed. **To:** Proposed changes to this constitution shall be given at the Annual Meeting of the committee and then agreed at the following Parish Council meeting.

The resolution was correctly proposed and seconded (Unanimous)

ii. Banwell Youth Club's Outside Complaints Policy

Resolved – That the Youth Club Outside Complaints Policy be approved with updated contact details.

The resolution was correctly proposed and seconded (Unanimous)

iii. Banwell Inventory

Resolved – That the Youth Club Inventory be approved

The resolution was correctly proposed and seconded (Unanimous)

22/18 To note the Youth Club end of 2017/2018 accounts (agenda item 11)

The 2017/2018 end of year Youth Club accounts was noted.

23/18 To note the Youth Club 2018/2019 budget statement (agenda item 12)

The new 2018/2019 Youth Club budget was noted.

24/18 Date of Next Meeting (agenda item 13)

Thursday 27th September 2018 at 7.00 p.m.

The meeting closed at 7:40pm.

Chairman.....

Date.....

YOUTHWORKZ – BIMONTHLY REVIEW OF PERFORMANCE

Period under review 22nd February 2018 to June 28th

1. Are all contracted sessions being held? **Yes** / No
Comments; See Youthworkz report
2. Are the numbers attending increasing? Yes / **No**
Comments; See Youthworkz report
3. Is a comprehensive range of activities being organized? **Yes** / No
Comments..... See Youthworkz report
4. Are YOUTHWORKZ demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? **Yes** / No
Comments; Youth Club ran as normal the first week of the Easter holiday. Summer activities are planned.
5. YOUTHWORKZ arranging activities outside of the village? **Yes** / **No**
Comments... Members went bowling and to a restaurant. Activities outside of the village have been postponed due to staffing issues.
6. Are YOUTHWORKZ seeking other sources of funding for Youth Club activities? **Yes** / No
Comments; All Duck Race tickets were sold, thanks were given to Cllr Harding. Still awaiting reply from Waitrose and Co-op concerning Youth Clubs funding bids.
7. Is any feedback from users/parent's positive? **Yes** / No
Comments; Young people are happy to attend, they like the friendliness and atmosphere of club and the activities offered. They also like to know what is planned and that the workers will be sitting with them to do the activities.
8. Have any complaints been received about the service? Yes / **No**
Comment; N/A
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No**
Comments... See Youthworkz report
10. Have any unannounced visits been made by Committee members since the review? **Yes**/No
Comments; Young people appeared happy and engaged having made a pizza each.
11. Any other comments:
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YOUTHWORKZ
 - To monitor staffing of the Youth Club and look at appointing an additional member of staff in September.
 - A member of Youthwork to do an outreach visit to the local primary school this term.
 - Summer activities planned.
14. Action points for Youth Club Management Committee
 - Clerk to chase Webglu concerning the community pages.

Signed.....

Date.....

Banwell Youth Club - Youthworkz Report - June 2018

Attendance Figures

Both sessions continue to attract an average of 8 young people each session. A member of Youthworkz staff plan to visit the Year 4s in Banwell Primary School before the end of the summer term.

Recent Programme

- Since the last meeting, the programme has included: kites, hair and beauty, DVD night, pom-poms, french bread pizza, mental health awareness, biscuit decoration, making slime, rice crispy cakes, pasta art....

Future Programme

The programme has been drawn up by young people and staff but has not yet been published due to time constraints and staffing issues - see below.

Behaviour

Behaviour continues to be outstanding. There have been no incidents.

Club times

Monday night	Years 5 - 9	5:30pm until 8pm	Cost 50p
Tuesday night	Years 5 - 9	5:30pm until 8pm	Cost 50p

Staffing

Youthworkz to provide an update at the meeting about a change in staffing.

Jo Larder left Youth Club at the end of May.

Gene Sprague has been absent since the half term break due to a bad back.

Thank you to Liz Shayler for stepping in at the last minute to help out on several occasions.

Due to the issues above, the club times were changed on a couple of nights. Reasonable notice was given. Despite the issues with staffing, no sessions have had to be cancelled.

Jenna Jordan

Youthworkz

Banwell Youth Club

YOUTHWORKZ – BIMONTHLY REVIEW OF PERFORMANCE

Period under review June 19th to September 21st

1. Are all contracted sessions being held? **Yes** / No
Comments; See Youthworkz report
2. Are the numbers attending increasing? Yes / **No**
Comments; See Youthworkz report
3. Is a comprehensive range of activities being organized? **Yes** / No
Comments..... See Youthworkz report
4. Are YOUTHWORKZ demonstrating a degree of flexibility in the activities provided to meet users' needs (e.g. weekend or holiday activities)? Yes / **No**
Comments..... See Youthworkz report
5. YOUTHWORKZ arranging activities outside of the village? **Yes** / No
Comments... See Youthworkz report
6. Are YOUTHWORKZ seeking other sources of funding for Youth Club activities? Yes / No
Comments;
7. Is any feedback from users/parent's positive? Yes / No
Comments;
8. Have any complaints been received about the service? Yes / **No**
Comment;
9. Have there been any behavioural issues at the Youth Club including damage? Yes / **No**
Comments... See Youthworkz report
10. Have any unannounced visits been made by Committee members since the review? Yes/No
11. Any other comments:
12. Conclusion – **Satisfactory** / Unsatisfactory
13. Action points for YOUTHWORKZ
 - To purchase a digital camera
14. Action points for Youth Club Management Committee

Signed.....

Date.....

Banwell Youth Club - Youthworkz Report - September 2018

Attendance Figures

Numbers continued to be steady leading up the summer holidays. The club did not open during August due to staffing issues. A member of Youthworkz staff will visit the Year 5s in Banwell Primary School before the end of the Autumn 1 term.

Recent Programme

- Since the last meeting, the programme has included: Adventure Golf and Fish and Chip Supper, chicken wraps, science night, DVD and popcorn, milkshakes, biscuit decoration, water balloons, nail art, face painting....

Future Programme

The programme has been drawn up by young people. See attached sheets.

Behaviour

Behaviour continues to be outstanding. There have been no incidents.

Club times

Monday night	Years 5 - 9	5:30pm until 8pm	Cost 50p
Tuesday night	Years 5 - 9	5:30pm until 8pm	Cost 50p

Staffing

Gene Sprague has returned to Youth Club following his absence due to a bad back.

Holly Pendleton will be joining us to provide back up to staffing - Holly is an LSA at Bournville School and a Young Person's Buddy for North Somerset Disabled Children's Team.

Jenna Jordan

Youthworkz

Banwell Youth Club

Banwell Parish Council
Summary of Receipts and Payments
Cost Centre Youth Club

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
500	YC Staffing				11,600.00	3,045.00	8,555	8,555
501	YC Programme				2,000.00	669.45	1,331	1,331
502	YC Extraordinary Activities				1,300.00		1,300	1,300
503	YC Computers							
905	YC Subscriptions	900.00	117.00	-783				-783
NET TOTAL		900.00	117.00	-783	14,900.00	3,714.45	11,186	10,403
V.A.T.						2.02		
GROSS TOTAL			117.00			3,716.47		